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## 5.0 Student Affairs Policies of Interest to the Faculty

Saint Mary's College of California

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Employees are not allowed to transport injured workers. If the employee is unable to drive and if no near relative can be located, American Medical Response West Ambulance Company should be contacted at 1-800-540-3066.

#### 4.3.3 COUNSELING CENTER

The Counseling Center's services include individual, couple, or group counseling, consultation and classroom presentation. Trained staff assist with personal problems, such as relationship issues, decision-making, sexuality issues, stress and anxiety, substance abuse and addiction, eating problems, self-esteem and motivation, depression, and peer and academic pressures. If faculty need guidance in identifying students who may benefit from counseling, a brochure, *Helping and Referring the Distressed Student*, is available at the Counseling Center, which is located on the ground floor of Augustine Hall. The Center's summer services include consultation, training and referral only.

### 5. STUDENT AFFAIRS POLICIES OF INTEREST TO THE FACULTY

See *Student Handbook*, available on-line at [http://smcnet/campus\\_life/handbook/](http://smcnet/campus_life/handbook/) or in the Office of the Vice Provost for Student Life.

### 6. COMMUNICATIONS POLICIES OF INTEREST TO THE FACULTY

#### 6.1 COLLEGE COMMUNICATIONS

##### 6.1.1 OFFICE OF COLLEGE COMMUNICATIONS

The Office of College Communications has the responsibility for coordinating the overall marketing, community relations, media relations and public relations efforts for the College. The Director of College Communications oversees Creative Services, Community and Government Relations, as well as Media Relations. The Director of Media Relations cooperates with the Sports Information Director and other offices on campus, which have authorization to disseminate information to the media.

Media Relations writes and edits releases to the press, including newspapers, magazines, radio and television. The department has detailed media lists, as well as information on deadlines and formats. Individuals at the College who want news releases prepared must supply the department with adequate and accurate information and consult it on the proper method of submission of photographs to the media. Materials must be submitted to the Media Relations department as far in advance of an event as possible.

Media Relations must be informed of all speakers, visiting scholars, cultural events, and symposia planned for the campus. Inquiries on such events come to the department from the media and the public, whether or not publicity has been sent out, and the department must be kept up to date. Faculty and staff are urged to notify the Director of Media Relations of any and all events taking place on campus that they feel may warrant media exposure.

Since the College Communications office is responsible for media relations at Saint Mary's College, it is critical when outside news media are scheduled to visit the campus that the office be informed of their presence. Media Relations should be provided with the reporter's and/or photographer's name, the organization they represent and the purpose of their visit. This will